



# EMPLOYEE INFORMATION UPDATE (ADD AN EMPLOYER)

Private Security Program

[User Guide](#)

Includes Application and Navigation Tips, information and screenshots of an Employee Information Update application for a Private Security program license

Texas Department of Public Safety

<http://www.txdps.state.tx.us/rsd/psb/index.htm>

August 2016

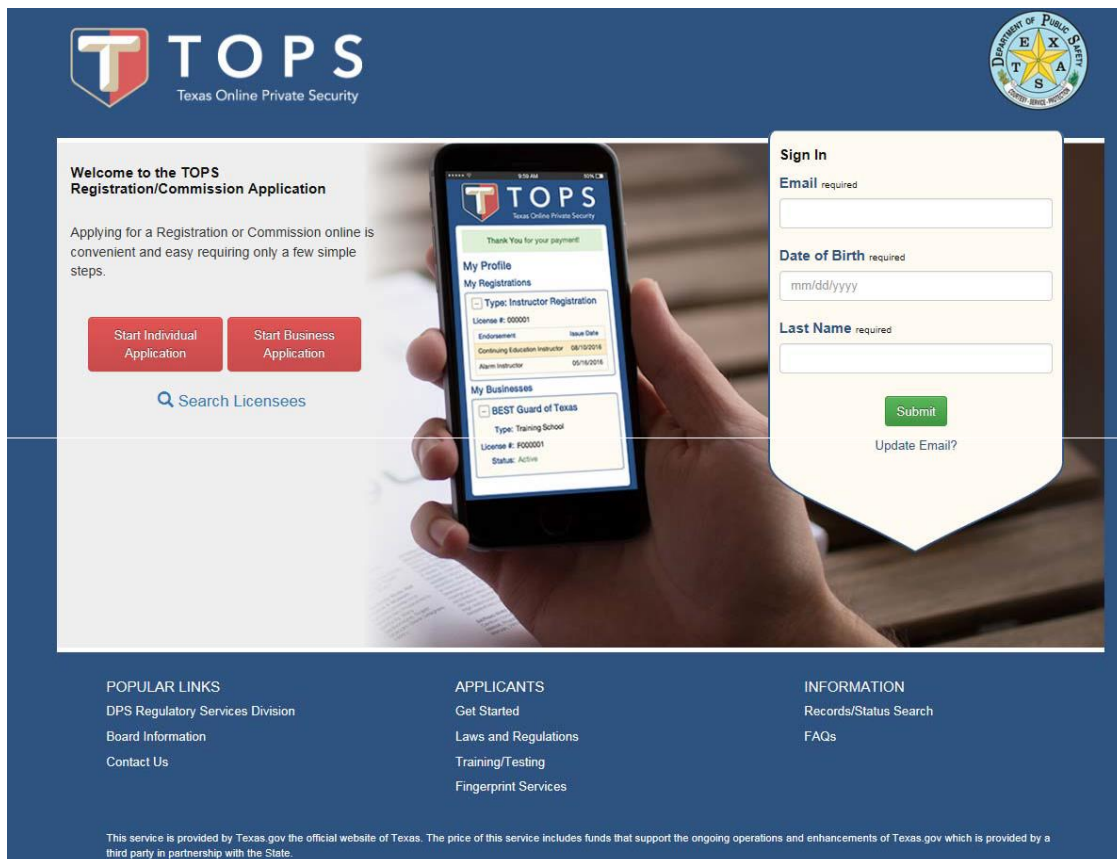
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# Individual Application

## Landing Page Navigation Tips:

1. Individuals and businesses that have not been licensed by DPS should use the **RED** buttons to start a new application.
2. Individuals, including owner/manager/partner/shareholders should use the Sign-In process to submit new, renewal, and update applications.
3. Individuals that have not previously provided their email address should click on Update Email Address.
4. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and programmatic information.
5. Search License function allows search for information on individuals or companies licensed by the Private Security program



**TOPS**  
Texas Online Private Security

**Department of Public Safety**  
TEXAS  
SHERIFFS  
TROOPERS  
STATE POLICE

**Welcome to the TOPS Registration/Commission Application**

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#) [Start Business Application](#)

[Search Licensees](#)

**Sign In**

**Email** required

**Date of Birth** required  
mm/dd/yyyy

**Last Name** required

[Submit](#)

[Update Email?](#)

**POPULAR LINKS**  
DPS Regulatory Services Division  
Board Information  
Contact Us

**APPLICANTS**  
Get Started  
Laws and Regulations  
Training/Testing  
Fingerprint Services

**INFORMATION**  
Records/Status Search  
FAQs

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

## Application Navigation Tips:

1. The legend at the left shows the progress through the application
  - Fill in all required information as you progress through the screens
  - You **cannot** jump forward in the application
2. At the bottom of all application pages, the Cancel button is on the left, and Previous/NEXT buttons are on the right.
  - If you do not see the buttons, use the scroll bar on the right of the screen
3. If you close the application, your information will not be saved.
  - Progressing through the full application and clicking on Submit Application is the only way to save the application
  - The application cannot be submitted if all required information is not present

## Before you begin:



You will need the following information:

- Company License Number
- Personal UNIQUE email address

FAQs are available on the [Private Security website](#)

## Submit an Employee Information Update

NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address. Begin by Signing In to TOPS.




**Welcome to the TOPS  
Registration/Commission Application**

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#)[Start Business Application](#)

[Search Licensees](#)



**Sign In**

Email required

Date of Birth required

Last Name required

[Submit](#)

[Update Email?](#)

**POPULAR LINKS**

- DPS Regulatory Services Division
- Board Information
- Contact Us

**APPLICANTS**

- Get Started
- Laws and Regulations
- Training/Testing
- Fingerprint Services

**INFORMATION**

- Records/Status Search
- FAQs

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## My Profile

### Registration requiring update

In the My Registrations section, on the Actions dropdown for the registration type being updated, select Add Employer. You will be taken to the next screen to select the specific Endorsement. In the Example shown, the individual only has one Endorsement.

### My Profile

For new applications start here:

Start Individual ApplicationStart Business Application

Click the plus to expand a section.

#### My Applications

My Applications

Registration Type	Application Date	Status	Actions
Alarm Systems Installer	08/23/2016	Pending	

#### My Registrations

Type: Unarmed RegistrationLicense #: 00008701

Actions ▾


- Add Employer
- Request Duplicate Pocket Card

Endorsement	Issue Date	Last Renewal	Expiration	Status
Alarm Systems Installer	08/16/2016		08/16/2018 (722 days)	Active


Type: Owner/Manager RegistrationLicense #: 00008702

Actions ▾

Endorsement	Issue Date	Last Renewal	Expiration	Status
Partner	08/16/2016		08/16/2018 (722 days)	Active
Manager	08/16/2016		08/16/2018 (722 days)	Active



Texas Online Private Security



Application Information

Personal Information

Employment Information

Contact Information

Question Sets

Application Review

Confirmation

### Unarmed Registration

Choose the appropriate endorsement. required

Unarmed Registration Type

☒ Alarm Systems Installer

Cancel

PreviousNext

## Personal Information

### Personal Information

Since the applicant is already in the system, the personal information required is less than on an original application.

Note: There is already an ID in the system. The ADD ID button should only be used to submit a new ID

## Employment Information

This is a required field for an Employee Information Update. Entering the business license number will populate the name of the business, verify the name before proceeding.

## Address Information

You must enter an address and phone number. Physical address cannot be a PO Box.

## Demographic Information

This information is populated with the information DPS currently has in our records. Update as necessary

## Job Duties

A short description of your job duties

The screenshot shows the TOPS (Texas Online Private Security) application interface. On the left is a vertical navigation menu with the following items: Application Information, Personal Information (highlighted), Employment Information, Contact Information, Question Sets, Application Review, and Confirmation. The main content area is titled "Personal Information" and includes the instruction: "Name provided on the application should match the name on your Personal Identification." Below this is a note: "Note: For Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the Private Security pocket card." The form fields are as follows:

Last Name <small>required</small>	First Name <small>required</small>	Middle Name	Suffix
Sample	John		

Below the name fields is the "Email Address required" field with the value "jsample@fakeemail.com". At the bottom of the form is a green "Add ID" button. At the very bottom of the page are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).

**Application Information**

Personal Information

**Employment Information**

Contact Information

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Confirmation

## Employment Information

Enter your employment information for this endorsement. If you don't know your employer's license number, please contact them before proceeding.

**Note:** You do not have to be employed to submit an application. A pocket card will not be issued until you are registered with a licensed employer. Additional fees may apply.

**Employment Information**

 Business License Number required

B00001501

 Business Name: **Alarm Tester**

 Date of Employment required

08/01/2016

Cancel

Previous

Next

**Application Information**

Contact Information

**Address Information**

Demographic Information

Duties

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Application Review

Confirmation

## Address Information

Physical Address cannot be a Post Office Box.

The pocket card will be mailed to this Mailing Address.

**Physical Address**

 Country required

United States of America

 Address 1 required

Address 2

 City required

 State required

Texas

 Postal Code required

XXXXX of XXXXX-XXXX

 County required

select one

**Mailing Address**
☐ Same as Physical Address

 Country required

United States of America

 Address 1 required

Address 2

 City required

 State required

Texas

 Postal Code required

XXXXX of XXXXX-XXXX

**Contact Information**

 Phone Number required

( ) -

Alternate Phone Number

( ) -

Cancel


Previous

Next



TOPS

Texas Online Private Security



Application Information

Contact Information

Address Information

Demographic Information

Duties

Question Sets

Application Review

Confirmation

Demographic Information

Height (feet) required

6

Height (inches) required

5

Weight (pounds) required

280

Eye Color required

Black

Hair Color required

Black

Race required

Asian or Pacific Islander

Aliases

Add text here.


Cancel

Previous

Next

TOPS

Texas Online Private Security



Application Information

Contact Information

Address Information

Demographic Information

Duties

Military Status

Texas Peace Officer

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Duties

Give us a brief description of the Duties you'll be performing.

Duties

Duties required

Add text here.

300 characters remaining

Cancel



Previous

Next

## Additional Information

Read carefully and select the appropriate answer.

Application cannot proceed if all questions are not answered and all acknowledgements checked.



Application Information

Contact Information

Question Sets

**Additional Information**

Application Review

Confirmation

### Additional Information

**Background Information Questions**

1. Have you ever been convicted, in any jurisdiction, of a felony level offense? required

☐ Yes - Less than 10 years since completing my sentence or probationary period.

☐ Yes - More than 10 years since completing my sentence or probationary period.

☐ No

2. Have you ever been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor? required

☐ Yes - Less than 5 years since completing my sentence or probationary period.

☐ Yes - More than 5 years since completing my sentence or probationary period.

☐ No

3. Have you, within the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or equivalent offense? required

☐ Yes

☐ No

4. Are you currently charged with, or under indictment for, a felony, or Class A misdemeanor? required

☐ Yes

☐ No

5. Are you currently charged with a Class B misdemeanor? required

☐ Yes

☐ No

6. Have you ever been found by a court to be incompetent by reason of mental defect? required

☐ Yes

☐ No

7. Were you discharged from the military? required

☐ Yes

☐ Yes - I received a dishonorable discharge, a bad conduct discharge, or an other than honorable discharge, from Armed Forces. I must submit a copy of my DD-214.

☐ No

8. Are you required to register as a sex offender, in Texas or any other state? required

☐ Yes

☐ No

9. Federal law prohibits the Department from issuing a license to anyone who is ineligible to work in the U.S. Are you a non-citizen? required

☐ Yes - I must submit documentation of my federal employment authorization or a copy of my permanent resident card.

☐ No

#### Acknowledgments

1. ☐ I understand that all fees submitted to Private Security are non-refundable, are not transferable and that, in accordance with Administrative Rule 35.23, I will have 90 days from the date of notice of a deficiency, to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply. required
2. ☐ I verify that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution. required
3. ☐ I understand, any pending charges or conviction referred to above require the submission of the appropriate court documentation, with this application. Failure to report an arrest or conviction, later found by a fingerprint search, may result in denial or revocation of a license based solely on the material misstatement of fact in this application. required
4. ☐ I acknowledge I have reviewed the eligibility criteria of Texas Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371. In addition, I acknowledge I have reviewed the disqualifying offenses listed in Texas Administrative Code §35.4. required
5. ☐ I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. required

Cancel

Previous

Next

## Application Review

Navigation Tip:

Each section has an edit button. The edit button will take you to the selected section to make corrections. Then you must progress through the screens again and make any additional changes required.

Select NEXT after you have verified that the information on the review screen is correct

Application Information

Contact Information

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Application Review

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### Application Review

Review the application carefully. Select "Edit" to make corrections. Select "Next" to continue.

Application Type

Application Type: Unarmed Registration

Registration Type: Alarm Systems Installer

Employment Date: 08/01/2016

Bus. License No.: B00001501

Business Name: Alarm Tester

Edit

Personal Information

Last Name: Sample

First Name: John

Middle Name:

Suffix:

Email Address: jsample@fakeemail.com

ID Type:

ID Number:

Edit

Contact Information

Physical Address: 8 San Jacinto  
Austin, TX 78701  
Travis

Mailing Address: Same as Physical Address

Primary Phone Number: (888) 888-8888

Secondary Phone Number:

Gender: Male

Height (feet): 6

Height (inches): 5

Weight (lbs): 280

Eye Color: Black

Hair Color: Black

Race: Asian or Pacific Islander


Aliases:


Duties: I install your alarms

Edit

## Review Fees

Select the Submit Application button. Notify your employer to login and verify employment. The employer may elect to pay for the application at that time, or you will receive an email to pay after employment verification.

TOPS  
Texas Online Private Security



Application Information

Contact Information

Question Sets

Application Review

Application Review

Review Fees

Confirmation

### Review Fees

All communications will be sent to the email below.  
Your email: jsample@fakeemail.com

Fees

Employee of License Holder License Change Request	
License Fee	\$15.00
Subscription Fee	\$2.00
<hr/>	
Texas.gov Price:	\$17.00

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

Submit Application

Cancel

Previous

Next



## Confirmation

The confirmation page is displayed after payment if you did not include employer information, or after submitting the application for employer verification.

The confirmation page provides the NEXT steps to continue the application.

You will also receive this information by email.

The Exit button returns you to the Landing Page.



### Confirmation

Your application is being sent to **your employer for employment verification**.

#### What's Next?

1. **Notify your employer** that the application is ready for them to **verify employment**.
2. **Mark your calendar**. Employment verification and payment of application must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
3. **Check your email**. You will be notified by **email** if additional actions are required.
4. **Pay for the application**. After employment verification, **either you or your employer** must pay for the application.
5. **Check the current [status](#) of your application** throughout the application process.
6. **Questions?** Many helpful answers and tips can be found on the [DPS](#) website. If you cannot find your answer, please contact us through [DPS Contact Us](#).

#### When can I begin to work?

Submitting a registration/commission online does not constitute issuance of a license/registration. Check your [application status](#) regularly to learn when you can begin work.

**Note:**

All fees are non-refundable and non-transferable. [Texas.gov](#) will remit the amount paid to the agency on your behalf.

Texas DL/ID Holders: The Texas DL or ID photo and signature on file with the Department will be used for the Private Security pocket card.

If the applicant has held a Private Security license within the past 3 years, the fingerprints on file with the Department will be submitted to the FBI if a background check is required.

Want to tell us about your experience? [Please take a short survey](#).

Exit